



# VJCCCA Program Manuals

## Template/Outline

Each unique program on a VJCCCA plan should have a program manual.  
The following is a list of the sections/elements that should be included.

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- **Program Name**
- **Program Provider/Operated By**
- **Program Coordinator/Contact Information**
- **Program Physical Location (No P.O. Boxes)**
- **Projected Start Date**
- **Program Days and Hours of Operation (Hours you will be serving VJCCCA youth)**
- **VJCCCA Program Category (from published allowable programs list)**
- **Program Description and Target Population**
  - Overall Program Description (can use logic model/theory of change)
  - Is Program Evidence Based or Evidence Informed (Please provide reference)
  - Target population (e.g. prevention, diversion, pre-dispositional, post-dispositional, probation, parole)
  - Program Demographics (age, gender)
  - Program Service Area
  - Program length/duration
  - Risk Level (Low, Moderate, High)
  - DAI Score (for detention alternatives if applicable)
  - Other Special Admission Criteria
  - Exclusionary Criteria (including offense(s))
- **Programmatic Overview**
  - Daily Schedule of participants
  - Staff Title and Position
  - Staff to youth ratio
  - Program maximum of participants
- **Treatment Provided/Models of Intervention**
  - Approaches/Strategies/Models used
  - Specific individual and /or group interventions delivered
  - Number of service delivery hours per day/week
  - List treatment/interventionist position providing service & qualifications
- **Behavior Management Practices**
  - Describe your behavior management policies/procedures
  - Describe the use of graduated sanctions and incentives/rewards
  - Program rules/conditions (attach copy of rules and/or forms signed by youth and parent/guardian)
  - Describe the reasons for termination from program

- **Referral Process**

Overview (Explain referral process)

Referral Form (Attached)

Required documents

Examples:

YASI "Wheel"

Detention Assessment Instrument (DAI)

Release of Information

Court Ordered Assessments

- **Program Budget**

Total Budget for program/service

Portion of above budget from state VJCCCA funds

Other funding streams if applicable

Rate(s) established for service units (e.g. per sessions/day/contact/course)

- **Prevention Programs Only**

Approved DJJ Assessment Tool and what agency will administer it

Data collection and tracking plan

- ***Residential Programs Only***

- ***School***

School arrangement for residents (e.g. in-house school or local school)

Daily plan for residents currently expelled, on homebound status, or home schooled

- **Licensing/Regulatory Authority:**

List agency that licenses program and contact person with that agency

Date of last audit and current licensing/regulatory/audit status

- ***Other***

*Please provide any other information you wish to consider*